



**Code: 1656**

Family: Legal and Regulatory

Service: Administrative

Group: Statistical, Technical And Analytical

Series: Real Estate and Legal

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## **CLASS TITLE: CITY PROSECUTOR**

### **CHARACTERISTICS OF THE CLASS**

Under general direction, coordinates and directs citywide prosecution activities involving violations of the Municipal Code, and performs related duties as required

### **ESSENTIAL DUTIES**

- Advises the Department of Law and operating departments' attorneys on the interpretation of laws and strategies for prosecuting municipal code violations
- Assists attorneys and department managers in developing strategies for prosecuting cited violations
- Oversees the work of investigative staff within city departments, ensuring activities are legal and comply with city policies
- Develops protocols for sharing information among operating departments and external organizations responsible for enforcing violations
- Oversees the advice to city departments on responding to Freedom of Information Act (FOIA) requests
- Confers with inspectors, sworn personnel and federal and state enforcement agencies to coordinate responses pertaining to highly complex or sensitive cases
- Coordinates judicial prosecutions involving multiple departments and charges to ensure optimal enforcement options
- Performs and oversees the conduct of legal research on local, state and federal laws and ordinances
- Drafts and reviews the content of complex legal documents for accuracy, completeness and compliance with municipal laws
- Represents the city in administrative hearings and court proceedings involving multiple departments and charges
- Evaluates the effectiveness of city prosecutions and recommends procedural changes to improve operations
- Compiles statistical data and prepares comprehensive reports on the results of collaborated prosecutions
- Plans and establishes goals and objectives and participates in the development of legal policies and procedures

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an American Bar Association (ABA) accredited law school, plus seven years of legal and managerial work experience in the planning and implementation of legal related programs of which three years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience.

**Licensure, Certification, or Other Qualifications**

- Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Considerable knowledge of:

- federal and state legislation and its impact on City ordinances
- \*applicable local laws, regulations, and guidelines
- \*the legal system and the principles and practices of applicable areas of the law
- \*courtroom procedures and legal terminology
- \*legal research methods, techniques, and resources
- \*supervisory and management methods, practices, and procedures
- the City's organizational structure
- contract law and administration

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*INSTRUCTING - Teach others how to do something
- \*NEGOTIATION - Bring others together and trying to reconcile differences
- \*PERSUASION - Persuade others to change their minds or behavior
- \*JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

### **Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.